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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Service

DATE: 5 December 1952

FROM : Chief, General Services

SUBJECT: Centralized Graphic Service

Reference: Staff Study on Same Subject dated 3 November 1952

1. As stated in paragraph 4 i. of the subject staff study the ☐ employees in the Printing and Reproduction Division performing Graphics Service will be needed more than ever if there is to be an overall improvement in Agency graphics service. The ☐ employees in the Printing and Reproduction Division are primarily concerned with the details associated with reproduction techniques.

2. We concur in the proposal that graphics service be centralized under one administrative control. However, until such time as the Agency is located in one building we believe it will be necessary to decentralize graphics units or individuals to accomplish its mission.

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